

Business Partner Due Diligence Operations Analyst/Specialist

Your tasks

False Positive Clearing

False Positive clearing for

- Sanctions screening

- Adverse Media Screening

- Ultimate Beneficial Owner (UBO) Screening

- Internet Research

- Continuous Screening

Entry of Business Partner Information + data correction

- Manual Entry of BP information into the KYBP tool (depending on processes defined by the sectors/group functions)

- Correction of wrongfully entered data by the initiator (e.g. found during follow ups)

Tracking of post-completion mitigation measures

- Tracking of post-completion mitigation measures, incl. Follow ups with the business

- Determination if post-completion mitigation measures were indeed completed by the initiator and complies with the requirements set

Sample Checks

- Collection of random samples within the KYPB platform once a year based on a predefined set of criteria

- Preparation of sample to send to Group Compliance, Group Export Control & Sanctions + the global Responsible Value Chain organization for further processing and analysis

- collection of feedback of analysis by Group Compliance, Group Export Control & Sanctions + the global Responsible Value Chain organization

Basic Technical and Customer Support

- Technical Support for Tool for basic troubleshooting only.

- User maintenance such as creation and access support

- Answering Questions about Due Diligence Program

- Information about BP Status

- Internal/External Questionnaire Support

- Forwarding tickets to responsible team

Process Improvement

- Monitors and executes internal control procedures

- Identifies and supports implementation of BP Due Diligence process and technology related improvement opportunities

- Maintaining updated process documentations related to BP Due Diligence processes.



Job ID

REF87227B

Location

Taguig City

Leadership level

Leading Self

Job flexibility

Hybrid Job

Legal Entity

Continental Global Business Services Manila, Inc.

People Management

Acts as an Office in Charge of the team in case their Team Lead is on leave

Your profile

- Bachelor's degree holder in Business, Finance, Engineering, IT, or related courses.
 - Basic knowledge in Compliance, Sanctions & Export Control and/or Labor and Human Rights, and Environmental Due Diligence.
 - 4-6 years of related work experience in Compliance and Export Control is a plus.
 - Advanced knowledge of IT systems and databases preferably SAP
 - Proficient in using Office 365 applications; Advanced knowledge of Excel.
 - Work with Project teams on process improvements, development of KPI and other quality measures
 - Stakeholder engagement, supervising associates, conducts training/s on subject of expertise
- Able to facilitate team meetings to share best practices, lead process improvement initiatives, actively participate/form part of GBS committees (such as events comm., Connect)
- Experience in working with international teams
 - Understanding of different cultures

Our offer

- Hybrid work setup
- HMO upon hire
- Values-based culture
- Work-life balance
- Learning Opportunities

Ready to drive with Continental? Take the first step and fill in the online application.

About us

GBS Manila Organizational Description:

Continental Global Business Services in Manila started in June 2012 as Veyance Technologies Inc. and was acquired by Continental AG in January 2015. On the same year, it legally changed the company name to Continental Global Business Services Manila Inc., which reflects its global presence as a full-fledged subsidiary of ContiTech Division in Continental AG.

GBS Manila is composed of five (5) main work streams, structured to make processes centralized, standardized, and in leveraged technology

with the support of IT group, Continental Business Systems & RPA Competence Center.

It provides end-to-end, front-to-back services; from customer service, order management, purchasing, invoice to payment, credit and collection, full finance activities, data management, and HR services including payroll, employee benefits and talent acquisition; all built to meet its customers needs.